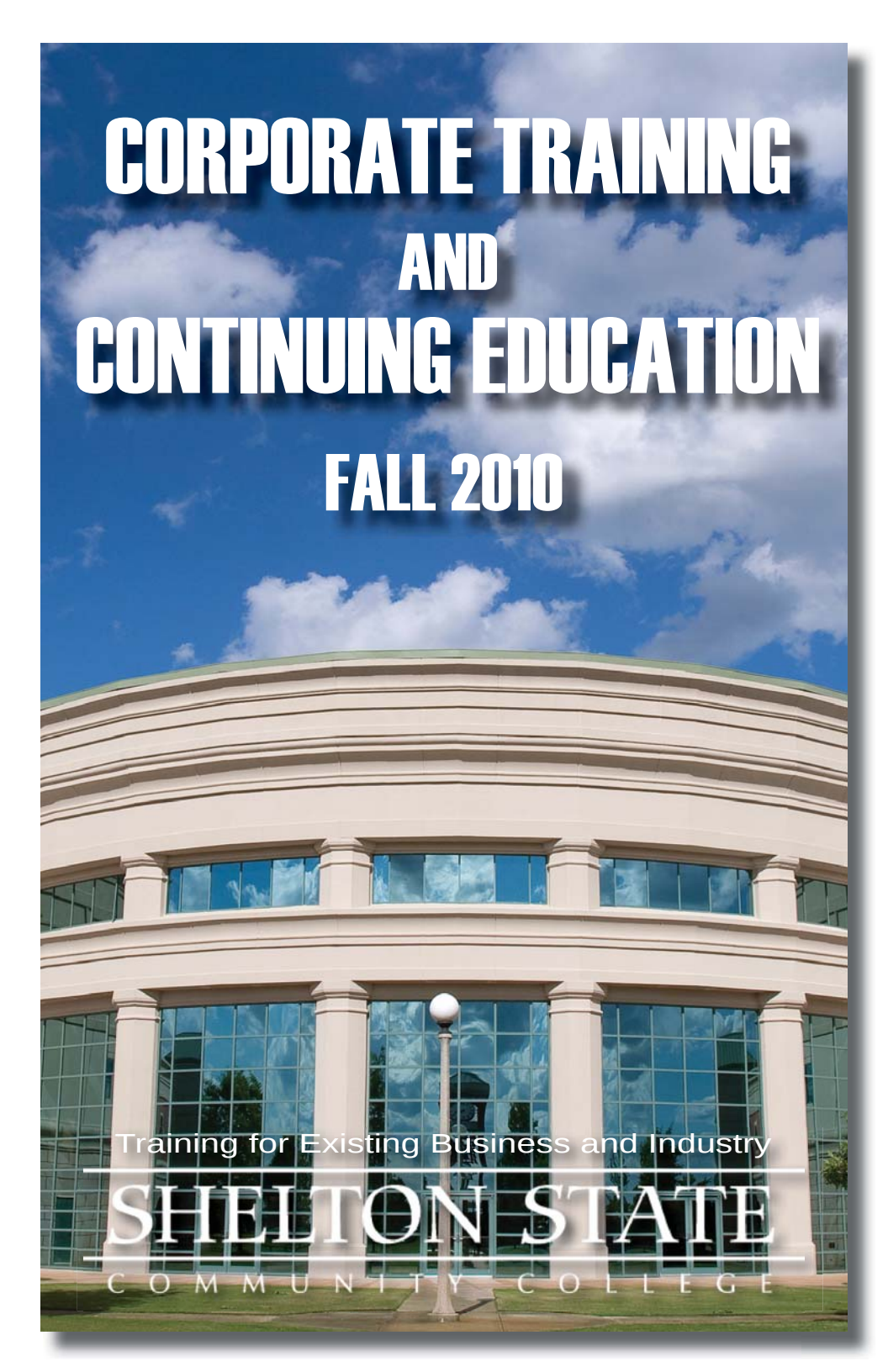




CORPORATE TRAINING AND CONTINUING EDUCATION FALL 2010

Training for Existing Business and Industry

SHELTON STATE

COMMUNITY COLLEGE

CORPORATE TRAINING AND CONTINUING EDUCATION

FOR NEW CLASSES OR POSSIBLE CHANGES, PLEASE CALL 205.391.2386 OR VISIT OUR WEB SITE, www.sheltonstate.edu. and click on the menu for Community/Corporate Education

CORPORATE CUSTOMIZED TRAINING

Training for Existing Business and Industry (TEBI) offers group rates on the training programs listed in the current schedule. In addition, CUSTOMIZED TRAINING may be designed to meet specific company or organizational needs. Customized training is available upon request when and where needed and is tailored to meet the particular company needs. TEBI works closely with local business leaders to provide professional instruction that upgrades the skills needed in today's workplace. Current customized training programs include the following:

- AC/DC Fundamentals
- Computer Applications
- Customer Service
- Forklift Safety
- Industrial Environmental Controls
- Industrial Hydraulics and Pneumatics
- Industrial Maintenance Technology
- Industrial Motors
- Industrial Pumps and Piping Systems
- Industrial Safety and Maintenance
- Industrial Wiring
- Leadership & Supervision
- Precision Machining
- Precision Measurements & Technical Drawing
- Preventive Maintenance
- Programmable Logic Controllers
- Statistical Process Control
- Welding
- Workplace Spanish

CONTINUING EDUCATION SKILLS TRAINING & PROFESSIONAL DEVELOPMENT

Skills Training classes are all job specific and job preparatory with most courses lasting three months or less. Certificates are awarded at the completion of courses that include training in computers, Microsoft applications, and truck driving. Many of the classes do not require a high school diploma or a GED. Professional Development programs offer Continuing Education units (CEU) upon successful completion of a course. For every 10 hours of participation, a student receives one CEU. The units are recorded on the college transcript, and a certificate is provided at the conclusion of each course in which CEUs are earned.

CAREERS

INTRODUCTION TO ArcGIS

The geospatial job sector goes above Google Earth and GPS navigation systems into a high growth, high demand skill set applicable to any industry imaginable. Whether interested in business, education, defense, engineering, government, safety, natural resources, utilities or beyond, study the basic design of a Geographic Information System and learn to collect, analyze, and display geospatial data. Enroll in Introduction to ArcGIS and gain

classroom-to-career skills that public and private businesses use to conserve resources, increase productivity, manage assets, and analyze data for decision making. No prior GIS experience is necessary but knowledge of Microsoft Windows is required. For more information, contact 205.391.2434.
Date and Time: TBA

TRUCK DRIVER TRAINING

This is an eight-week program offered through Continuing Education. Upon successful completion of the program's course and passing the DOT written examination, the student will receive an operator's license and a certificate of completion from Shelton State Community College. For more information contact, 205.391.2386. WIA and VA approved

M-F	7:30 a.m.-3:30 p.m.	
Aug. 23-Oct. 15	\$1,500	TBI 225-01
Oct. 18-Dec. 17	\$1,500	TBI 225-02

SPECIAL EVENTS PLANNING 101

Looking for a great new career coordinating special events? This course is designed to provide an overview of the event planning process and insight to the event planning industry. You will learn how special events play an important part of an organization's promotion package, and you will develop the skills, tools, resources, and techniques necessary to create a successful event. Learn proven techniques from a master event planner. Text: "The Complete Guide to Successful Event Planning" by Shannon Kilkenny. For more information contact, 250.391.2386.

T	6-8:00 p.m.	
12 sessions	2.4 CEU	
Sept. 28-Dec. 14	\$200	TBI 105-50

REAL ESTATE PRINCIPLES

This is an introductory real estate course that will prepare participants to take the Alabama Real Estate test to become a licensed realtor. The course will provide the necessary terminology, background, and understanding of real estate principles. Topics include history of property ownership, real estate finance, real estate law, and the mechanics of listing and

closing the sale. Text: "Modern Real Estate Practice, Edition 17" by Galaty, Allway & Kyle and "The State of Alabama, Real Estate Commission License Law, Revised 2009." Class will not be held Sept. 6 and Nov. 22. For more information, contact 205.391.2386.

M	6-9:45 p.m.	Martin 2154
20 sessions	6 CEU	
Aug. 23-Dec. 17	\$360	TBI 104-50

ENTREPRENEURSHIP

Build your own business and be your own boss. The Entrepreneurship Program brings together a variety of resources to enable the entrepreneur to acquire the practical skills they need to build their own business. For more information, contact 205.391.2386. WIA APPROVED

T	6-9:00 p.m.	
8 sessions	2.4 CEU	TBI 125-50
Sept. 28-Nov. 16	\$349 excluding textbook	

PHARMACY TECHNICIAN PROGRAM

This comprehensive 50-hour course will prepare students to enter the pharmacy field and take the Pharmacy Technician Certification Board's PTCB exam. Technicians work in hospitals, home infusion pharmacies, community pharmacies, and other health care settings working under the supervision of a registered pharmacist. Course content includes medical terminology specific to the pharmacy, reading and interpreting prescriptions, and defining drugs by generic and brand names. Students will learn dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control, and billing and reimbursement. WIA Approved.

T/Th	6-9:30 p.m.	Martin 2414
Oct. 19-Dec. 16	\$999	50 hours

PHLEBOTOMY TECHNICIAN PROGRAM

This 90-hour Phlebotomy Technician Program prepares professionals to collect blood specimens from clients for the purpose of laboratory analysis. Students will become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely.

Classroom and lab work includes terminology, anatomy, and physiology; blood collection procedures; specimen hands-on practice; and training in skills and techniques to perform puncture methods. Note: There is no outside externship rotation included with this program. WIA Approved.

T/Th	6-9:30 p.m.	Martin 2409
Oct. 5-Jan. 27	\$1599	90 hours

MEDICAL BILLING AND CODING PROGRAM

This combined 70-hour billing and coding course offers the skills needed to solve insurance billing problems, to file claims (using the CPT and ICD-9 manual), to complete common insurance forms, to trace delinquent claims, to appeal denied claims, and to use generic forms to streamline billing procedures. The course covers the following areas: CPT (Introduction, Guidelines, Evaluation and Management); specialty fields (such as surgery, radiology and laboratory); ICD-9 (Introduction and Guidelines); and basic claims processes for medical insurance and third party reimbursements. Students will learn how to find the service and codes using manuals (CPT, ICD-9 and HCPCS). After obtaining the practical work experience (six months to two years), students who complete this course could be qualified to sit for the American Academy of Professional Coders (AAPC) Certified Professional Coder Exam (CPC or CPC-H Apprentice); the American Health Information Association (AHIMA) Certified Coding Associate (CCA) exam; and/or other National Certification Exams. WIA Approved.

M/W	6-9:30 p.m.	Martin 2414
Oct. 11-Jan. 24	\$1799	80 hours

DENTAL ASSISTING PROGRAM

The 60-hour Dental Assisting Program prepares students for entry level positions in one of the fastest growing health care positions, dental assisting. The purpose of this course is to familiarize the student with all areas of pre-clinical dental assisting and provide training in the professional skills required to function as an assistant in the dental practice. This

course covers the following key areas and topics related to dental assisting: Administrative aspects include the history of dentistry and dental assisting, introduction to the dental office, the legal aspects of dentistry, and policies and guidelines. Clinical aspects include introduction to oral anatomy, dental operator, dental equipment, introduction to tooth structure, primary and permanent teeth, the oral cavity and related structures, proper patient positioning, dental hand-pieces, and sterilization. In addition to entry-level administrative jobs, this course is ideal for students interested in pursuing a future formal dental hygienist program. There is no state or national certification objective with this course. For more information, contact mfalls@sheltonstate.edu or 205.391.2434. WIA Approved.

M/W	6-9:30 p.m.	Martin 2409
Oct. 11-Dec. 13	\$1199	60 hours

OFFICE SYSTEMS TECHNOLOGY

This course is intended to provide an in-depth introduction to Office 2007. Some knowledge of Windows XP is helpful (keyboarding or typing), and no mathematics beyond the high school freshman level is required. The objectives of this course are to teach the fundamentals of Microsoft Office 2007 which includes Word, Excel, Access, PowerPoint, Outlook, and QuickBooks; expose students to practical examples of the computer as a useful tool by using a project-oriented approach that allows learning by doing; and acquaint students with the proper procedures to create documents, spread sheets, databases, and presentations suitable for coursework, professional purposes, and personal use. Text: "Microsoft Office 2007: Introductory Concepts and Techniques, Windows XP Edition" For more information, contact 205.391.2386.

WIA APPROVED		
Sept. 7-Dec. 16	15 weeks	15 CEU
T/W/Th	6-9:20 p.m.	TBI 212-50
Fredd 118	\$1400	

CONSTRUCTION & INDUSTRIAL SKILLS

ICC PLUMBING CODE COURSE FOR THE JOURNEYMAN & MASTER EXAM

Alabama has a growing need for Journeyman Plumbers. The ICC Plumbing Code course is 24 hours of classroom instruction, taught by an experienced master plumber, to prepare for the Journeyman or Master Plumber exam. The course covers the information in the "2003 Plumbing Code" book, including how to use tables and how to properly install a plumbing system per code. For more information, contact 205.391.2434.

T/Th 6-8:00 p.m.
12 sessions
Date: TBA \$150 (excluding book)

FUNDAMENTALS OF FLUID POWER

This course provides instruction in the identification and repair of components found in hydraulic and pneumatic systems. Topics include schematics and symbols used in fluid power transmission and the troubleshooting of components in these systems. Upon completion, students should be able to diagnose, adjust, and repair basic hydraulic and pneumatic system components.
Date: Offered Upon Request

PRINCIPLES OF LEAN MANUFACTURING

This comprehensive course in lean manufacturing includes such topics as lean definition, history of lean manufacturing, Kaizen, value-added versus non-valued-added, 5S workplace organization, just-in-time, and lean office.

T/Th 6-9:00 p.m.
Oct. 5-21
18 contact hours \$299

STATISTICAL PROCESS CONTROL

This course examines the principles of SPC with a view toward product improvement and reducing waste in your organization. The course will cover the history of SPC and major contributors and provide a statistical foundation

of the underlying principles of SPC including measures of central tendency, measures of variation, and the Normal distribution. Work with control charts will be emphasized in understanding the manufacturing process, the causes of variation, and elimination of special cause variation. Work with control charts will include methods for detecting out of control processes. The application of these topics in solving problems encountered in personal and professional settings is also discussed.

(2 different classes)

T Oct. 26 8:00 a.m.-noon
T Nov. 2 noon-5:00 p.m. \$149

ALLEN-BRADLEY PLC - Intermediate

Prerequisites: Knowledge of Allen-Bradley PLCs

This course features hands-on exercises and covers smart modules, block transfers, analog input/output (I/O) signals, math and file functions, logical bit manipulation, and data-highway networking.

Th & F 7:30 a.m.-4:00 p.m.
Oct. 21, 22, 28, 29 \$650

COMPUTER TECHNOLOGY

MICROSOFT OFFICE SPECIALIST CERTIFICATION TESTING

Microsoft® Office Specialist is the premier certification program for demonstrating desktop productivity skills in Microsoft Office business programs such as Microsoft Word, Microsoft Excel, Microsoft PowerPoint®, Microsoft Outlook®, Microsoft Access, and Microsoft Project.



The Microsoft Office Specialist certification program empowers professionals with the skills they need in today's most commonly used desktop programs while providing employers with verified proof of employee knowledge and capabilities. For more information, contact 205.391.2386.

INTRO TO MICROSOFT EXCEL 2007

Prerequisites: Basic Computer and Windows
Learn about Excel's menu selection, cursor movement, data types, cell addressing, and help options to build a simple spreadsheet. Edit data, formulas, functions, formatting, Web queries, the use of the handy AutoFormat feature to format data, and linking a worksheet to a word document will also be included. Text: "Microsoft Office Excel 2007, Comprehensive Techniques" by Shelly, Cashman, & Quasney.
Th 6-9:15 p.m. Martin 1353
6 sessions 1.8 CEU
Sept. 16-Oct. 21 \$165 TBI 203-50

ADVANCED MICROSOFT EXCEL 2007

Prerequisites: Basic Computer, Windows, and Introductory Excel 2007
This course will pick up where the introduction to Excel 2007 leaves off by teaching quick access toolbar, data forms, drop down lists, add your own error messages, Excel 2007 and web integration, hyperlinks, object linking and embedding, reference other worksheets, and insert drawing objects. Text: "Microsoft Office Excel 2007, Comprehensive Techniques" by Shelly, Cashman, and Quasney.
Th 6-9:15 p.m. Martin 1353
6 sessions 1.8 CEU
Oct. 28-Dec.16 \$165 TBI 203-51

INTRO TO MICROSOFT OFFICE WORD 2007

Prerequisites: Keyboarding and Windows
Topics in this course include opening, closing, creating, saving, previewing, and printing documents; bullets and numbering; fonts, character, and paragraph settings; move/copy; search/replace; speller; thesaurus and grammar check; glossaries and macros; document merge; tabs and indents; headers and footers; page numbering; document views; selecting text; scroll bars; pagination; and shortcut keys. Text: "Microsoft Office Word 2007: Comprehensive Concepts and Techniques" by Shelly, Chasman, and Vermaat. For more information, contact 205.391.2386.

W 6-9:00 p.m. Martin 1353
Sept. 8-Oct. 13 \$165 TBI 202-50
6 sessions 1.8 CEU

OR
T 9:00 a.m.-noon
Sept. 14-Oct. 19 \$165 TBI 202-01
6 sessions 1.8 CEU

ADVANCED MICROSOFT WORD 2007

Prerequisites: Keyboarding, Windows, and Introductory Microsoft Word 2007
Learn about adding bullets to SmartArt graphics, advanced headers and footers, advanced mail merge, converting footnotes and endnotes, and creating a TOC using fields. Merging comments from multiple reviewers, missing headers and footers, tracking change basics, tracking changes beyond the basics, and using multiple TOCs in a document will also be included. Text: "Microsoft Office Word 2007: Comprehensive Concepts and Techniques" by Shelly, Cashman, and Vermaat.
W 6-9:15 p.m. Martin 1353
6 sessions 1.8 CEU
Oct. 20-Nov. 24 \$165 TBI 202-51

MICROSOFT OFFICE ONENOTE 2007

This course will teach Office OneNote 2007, a digital notebook to gather notes and information and organize everything in one place. Students will learn how to consolidate various types of information including freeform notes, images, documents, and files from other programs and organize in a way that works best for you.
Date: TBA
Th 9:00 a.m.-4:00 p.m. \$105

INTRO TO QUICKBOOKS PRO 2009

Prerequisites: Basic Computer and Windows
This course offers a checkbook format for computerized accounting. Included in the training will be instruction regarding establishing accounts; creating company lists for jobs, employees, and vendors; customizing fields; establishing product inventory records, ordering, receiving, and paying for inventory; tracking and paying sales tax; doing payroll with QuickBooks; and time tracking and job costing. Text: "QuickBooks 2009 Student Guide" by A.L. Craig.
T 6-8:00 p.m. Martin 1353
6 sessions 1.2 CEU
Oct. 5-Nov. 9 \$165 TBI 200-50

EMPLOYEE & PROFESSIONAL DEVELOPMENT

WORKKEYS® FOR PARAPROFESSIONALS

Must register by noon Tuesday before the test.
Contact 205.391.2434.

Wed. 9:00 a.m.-noon \$50 Martin 1353
Dates: Sept. 1, Oct. 6, Nov. 3, Dec. 1

WORKKEYS® FOR THE CAREER READINESS CERTIFICATE

Must register by noon the Tuesday before the test. Alabama's Career Readiness Certificate serves as a common language between employers, job seekers, and educators. It is a portable skills credential assuring employers that a job applicant has the basic skills the employer seeks. The Career Readiness Certificate (CRC) is an assessment-based credential based on ACT's WorkKeys® that gives employers and career seekers a uniform measure of key workplace skills. For more information, please visit careerreadyalabama.com. To register for the CRC WorkKeys® assessment, call 205.391.2434.

W 9:00 a.m.-noon Martin 1353
Dates: Sept. 1, Oct. 6, Nov. 3, Dec. 1

WORKKEYS® FOR GRADUATING TECHNICAL STUDENTS

Registration must be submitted by noon prior to the test date. See instructor or contact Margie Falls, 205.391.2434, for registration form.

Mon., Nov. 15, 4-7:00 p.m.
Tues., Nov. 16, 8:30-11:30 a.m.
Tues. Nov. 16, 4-7:00 p.m.
Wed. Nov. 17, 8:30-11:30 a.m.

INTRO TO BUSINESS COMMUNICATION

This course provides the foundation for improving your written communication skills for the workplace. Topics include basic writing skills, proper grammar, punctuation, and the dos and don'ts of effective communication.

W 7:30 a.m.-4:00 p.m.
8 contact hours \$149
Dates: Sept. 29-Oct. 20

SUPERVISOR LEADERSHIP TRAINING

Supervisory Leadership Development, A Skills Based Training Program, is a 30-hour training program specifically designed to address leadership issues in business and industry. The program consists of five training modules delivered in six sessions. Topics Include:

- Effective Communication
- Conflict Resolution
- Teamwork
- Coaching Skills
- Personal Effectiveness Skills
- Transitional to First Line Supervisor

The training modules are designed to be stand-alone units and can be customized to address specific leadership issues within business and industry. Training is on-demand and can be conducted at your facility on any shift.

Dates: Offered Upon Request

SERVSAFE® FOOD SAFETY TRAINING

Food safety in a foodservice establishment is non-negotiable. Each year an estimated six to 12 million Americans contract food borne illness as a result of contamination by microorganisms. These illnesses are preventable. Proper training is the key to preparing food in a safe environment. The ServSafe® program is the premier food safety training offered by the National Restaurant Association Educational Foundation (NRAEF).

The program, designed for the food-service professional, provides accurate, up-to-date information on all aspects of handling food, from receiving and storing to preparing and serving. The classes (eight hours total) reviews material presented in the textbook and concludes with the certification exam. Textbooks may be picked up once payment is made or may be picked up at the first class.

The \$160 cost for the course includes the training, textbook, and certification examination from the NRAEF. A ServSafe® certificate from the NRAEF will be awarded to individuals who complete the course and receive a passing grade on the exam.

ServSafe® is a registered trademark of the National Restaurant Association Educational

Foundation. The National Restaurant Association Educational Foundation (NRAEF) is a not-for-profit organization dedicated to fulfilling the educational mission of the National Restaurant Association. Focusing on three key strategies of risk management, recruitment, and retention, the NRAEF is the premier provider of educational resources, materials, and programs which address attracting, developing, and retaining the industry's workforce.

Instructors are registered ServSafe® instructors with the National Restaurant Association Educational Foundation.
Contact 205.391.2434

\$160 Tuition includes textbook

Sept. 15	7:30 a.m.-4:00 p.m.
Sept. 21 and Sept. 23	5:30-9:30 p.m.
Martin 1353	

SAFETY

OSHA 10 HOUR GENERAL INDUSTRY TRAINING PROGRAM

This course is designed to provide students an understanding of the 29 CFR part 1910, General Industry Standards. This training is recommended for employees, foremen, supervisors, and anyone involved in general industry operations. Upon successful completion of the course, participants will receive OSHA certification through the Department of Labor.

Topics Covered:

- Introduction to OSHA
- Walking and Working Surfaces
- Means of Egress and Fire Protection
- Electrical
- Flammable and Combustible Liquids
- Personal Protection Equipment
- Hazard Communication

F	7:30 a.m.-2:00 p.m.
Sept. 10-24	Martin 1306-1307
Cost: \$200	

**Think about your future.
THINK SHELTON.**

OSHA 30 HOUR GENERAL INDUSTRY TRAINING PROGRAM

This course is designed to provide students an understanding of the 29 CFR part 1910, General Industry Standards. This training is designed for employees, foremen, supervisors, and anyone involved in general industry operations. Upon successful completion of the course, participants will receive OSHA certification through the Department of Labor.

Pre-requisite: OSHA 10 Hour General Industry Training Program

Topics Covered:

- Introduction to OSHA, OSH Act, Inspections, Citations, and Penalties
- Walking and Working Surfaces
- Means of Egress and Fire Protection
- Electrical
- Flammable and Combustible Liquids
- Fire Prevention & Protection
- Personal Protective Equipment
- Material Handling
- Hazard Communication

F	7:30 a.m.-2:00 p.m.
Oct.1-15	Martin 1306-1307
Cost: \$495	

LANGUAGES

SPANISH IN THE WORKPLACE

The "Spanish in the Workplace" series is designed to help remove language barriers in the workplace. From bankers, builders, emergency techs to nurses, police officers, and teachers, customized and job specific Spanish training is available. Each course promotes natural language acquisition through the use of non-traditional training techniques including music, role-playing, and games. No prior knowledge of Spanish is required. For more information, contact 205.391.2386.

Date: TBA	6-8:00 p.m.
8 sessions	1.6 CEU
Cost: \$165	TBI 148-50

SPANISH FOR HEALTH CARE PROFESSIONALS

This program will enable nurses and other hospital staff to communicate in a simple,

effective manner with Hispanic patients and their families.

Date: TBA 6-8:00 p.m.
8 sessions 1.6 CEU
Cost: \$165 TBI 149-50

SPANISH FOR CONSTRUCTION

This course is designed to improve communication at work sites that employ both Spanish-speaking employees and English-speaking. Whether looking for tools, arranging work hours, or clarifying instructions, students will learn phrases and increase vocabulary in a fun and accessible format.

Date: TBA 6-8:00 p.m.
8 sessions 1.6 CEU
Cost: \$165 TBI 147-50

E-LEARNING

GES ONLINE CAREER TRAINING PROGRAM

Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self-paced online Career Training Program. You can begin these programs at any time and learn at your own pace. Upon successful completion of all required coursework, you will receive a Certificate of Completion.

Programs are available in the following areas:

- Business and Professional
- Healthcare and Fitness
- IT and Software Development
- Management and Corporate
- Media and Design
- Hospitality and Gaming
- Skilled Trades and Industrial

Features:

- Facilitators and mentors are available to answer questions and help you through your studies
- Career Counselors will help you prepare for the transition from the classroom to the workplace
- Courses are all open-enrollment and self paced

- No additional charges - all materials, workbooks, and software are included in the course fee
- Payment plans available

Course offerings include
Pharmacy Technician
Medical Coding and Billing
Administrative Medical Specialist with Medical Billing and Coding
Medical Transcription
Six Sigma Black Belt
Project Management
AutoCAD 2009
Freight Broker/Agent Training
Veterinary Assistant
Paralegal

Online Courses for Teaching Professionals

Our online courses for
teaching professionals
are convenient,
affordable and
effective.

Courses
start as low as
\$99.00



Over 300 courses to choose from!

www.ed2go.com/shelton

*Online Learning
Anytime, Anywhere...
Just a click away!*

More than 300 online courses

ed2go



> Instructor-Facilitated Online Learning

Courses available in these popular categories

Accounting

Learn basic skills in bookkeeping, financial reporting & more

Business Administration & Management

A wide array of courses for your development

Multimedia

Design web sites, make movies, discover digital photography, and more

Writing & Publishing

Effective techniques to accomplish correct procedures for every type of communication

Computer Applications

A variety of MS window programs + Outlook

Personal Development

Over 20 courses to help you become knowledgeable in a variety of topics. Start today.

Each six-week class is composed of 12 lessons, followed by a final exam and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links and more.

For more information call

205.391.2386

For complete listing of online classes, course outline, requirements, and registration, visit our Web site at:

www.ed2go.com/shelton

REQUIREMENTS FOR REGISTRATION

A high school diploma or the equivalent is required for participation in some courses.

PAYMENT INFORMATION

Payment may be made by check, cash, or credit card through the Cashiers' Office on the Martin Campus. For your convenience, credit card payments may be made by phone by calling the Cashiers' Office at 205.391.5831. Checks or money orders should be made payable to SSCC.

REGISTRATION OPTIONS

- 1) Fax a completed registration form or purchase order number with billing information to 205.391.5868.
- 2) Call 205.391.2386.
- 3) Mail the completed registration form with a check or money order to Shelton State Community College, Box 270, 9500 Old Greensboro Road, Tuscaloosa, AL 35405.
- 4) Bring the completed registration form to the office of Training for Existing Business and Industry & Continuing Education, Martin Campus, Room 1366. Office hours are Monday-Thursday, 7:30 a.m.-6:00 p.m., and Friday, 8:00 a.m.-noon.

Payment should be made through the Cashiers' Office. For more information visit the Shelton State Community College Web site, www.sheltonstate.edu, and click on the menu for Community/Corporate Education.

CONFIRMATION: A written confirmation will be mailed prior to the first class meeting unless time does not allow. Information will include the date, time, location of the course, and a map.

CANCELLATIONS AND REFUNDS:

Non-Credit Refund Policy

To withdraw from a class, a student must contact Training for Existing Business and Industry/Continuing Education at 205.391.2386. In order to receive a 100 percent refund, students must withdraw before the first day of class. A 100 percent refund will be given to those students who withdraw before the deadline minus a five percent administrative processing fee. Failure to attend the program does not constitute cancellation. All registrations will be refunded in full for class cancellations due to insufficient enrollment.

DATES OF SCHOOL CLOSING:

Classes will be held as scheduled August 23 through December 17. Shelton State Community College will not be open for classes on Sept. 6, Nov. 11, 25, and 26.

CONTINUING EDUCATION UNITS:

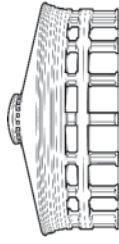
Continuing Education Units (CEUs) are a nationally recognized method for denoting non-credit Continuing Education participation and are available for many of the courses. One CEU is granted for each 10 contact hours of class participation. To qualify for the CEU, an individual must attend at least 90 percent of the course and display an understanding of the course content.

It is the official policy of the Alabama Department of Postsecondary Education, including all postsecondary institutions under the control of the Alabama State Board of Education, that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

Shelton State Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate in Arts, Associate in Science, and the Associate in Applied Science degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call 404.679.4500 for questions about the accreditation of Shelton State Community College.

CORPORATE TRAINING AND CONTINUING EDUCATION FALL 2010

Non-Profit Org.
U.S. Postage
PAID
Tuscaloosa AL
Permit No. 293



SHELTON STATE
COMMUNITY COLLEGE

9500 Old Greensboro Road
Tuscaloosa AL 35405

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